

Run the Vendor Number Inquiry Report in SRM

The steps below detail how to run the Vendor Number Inquiry Report in SRM to convert from your AGPS Vendor Number to the correct LaGov Vendor Number.

- Under **Detailed Navigation:**
1. Click on the **Purchasing** link.
- Under **Forms & Reports:**
2. Click the **Vendor Number Inquiry Report** link.

Forms & Reports

- [AFS Status/Crosswalk Report](#)
- [Buyer Statistical Report](#)
- [OCR Internal Form \(Contract\)](#)
- [OCR Internal Form \(PO\)](#)
- [OSP Commodity Code Report](#)
- [Procurement Processing Time Report](#)
- [Shopping Cart/Follow-On Documents Report](#)
- [Sole Source & Emergency Purchases Report](#)
- [Vendor Number Inquiry Report](#)

3. In the **AFS Vendor Number** field, enter the AFS Vendor Number in the following format: XXXXXXXXXX-XX

Vendor Number Inquiry

Menu ◀ Save as Variant... Back Exit Cancel System ◿ Execute

Selection Criteria

Company Code

AFS Vendor Number

Select Display Variant

ALV Display Variant

4. Click the **Execute** button.

Vendor Number Inquiry

Menu ◀ Save as Variant... Back Exit Cancel System ◿ **Execute**

Selection Criteria

Company Code

AFS Vendor Number

Select Display Variant

ALV Display Variant

5. The matching Supplier record will be displayed. Record the number from the second column titled **LaGov Vend** to use during the PO creation.
6. Click the **Back** button to search for your next Supplier Number.

Vendor Number Inquiry

Menu ◀ Back Exit Cancel System ◿ Details Select All Deselect All Sort in Asc

STATE OF LOUISIANA

Report Name: ZFI1709 Vendor Number Inquiry
Report Date & Time: 05/29/2015 08:28:19

AFS Vendor ...	LaGov Vend	Name	Name 2	Str	Street 2	Cit
222355232-00	310002486	ECHE ELECTRIC SUPPLY INC	ACCOUNTS RECEIVABLE			LA